

**POLICE CAPTAIN
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **WEST MONROE** on **MARCH 23, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory and organizational behavior; planning and inspecting, public relations, and managing property and equipment.	7.0%
REPORTS Knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	7.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; and to resolve conflicts.	24.0%
PATROL Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, vehicular stop tactics, and law governing these procedures.	35.0%
GENERAL LAW ENFORCEMENT Knowledge of law enforcement operations, including traffic control and traffic accident investigation, special tactical operations, criminal investigation, and handling of juveniles and investigation of juvenile crimes; and of legal procedures governing these activities, sufficient to train and supervise subordinate employees.	27.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through **LSU Firemen Training Program**).

O'HARA'S FUNDAMENTALS OF CRIMINAL INVESTIGATION, Woods, DeVere D., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 8th ed., 2013.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 8th ed., 2014.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

AMERICAN RED CROSS EMERGENCY RESPONSE, Prepared by: American National Red Cross, Published by: The Banta Co., Staywell, 263 Summer Street, Boston MA, 02210, 2001.

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2015.

TRAFFIC COLLISION INVESTIGATION, The Traffic Institute, Northwestern University, Evanston, IL 60204, 9th ed., 2001.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

